

Receiver of Taxes:

Receiver of Taxes: Kathryn “Katy” Vanderwerken

Address: 7507 Lakeport Road, Chittenango, NY 13037

Phone Number: (315) 687-9190

Email Address: KVanderwerken@TownOfSullivan.org

Office Hours: Monday – Friday, 9:00 am to 4:30 pm

The Receiver of Taxes for the Town of Sullivan is an appointed position by the Town of Sullivan Town Board. The position is an annual appointment and only collects the Town & County (Property) Taxes for the Town of Sullivan. For any information or questions regarding School Taxes, please contact the school district where you reside for further information.

Please scroll down to view frequently asked questions regarding Town & County tax payments.

As a friendly reminder, it is the responsibility of the property owner to ensure timely payment of all taxes.

Copies of Tax Receipts/Bills: Copies of paid tax receipts are available upon request. If you are mailing in your payment and would like a receipt, please include a stamped self-addressed envelope with your payment. For in-person payments, Community Bank will be able to provide the taxpayer a receipt after the transaction is complete. You can also obtain current or past tax receipts at: <http://www.taxlookup.net/index.aspx?county=madison>

2021 Tax Collection & Guidelines:

Town & County Taxes will be mailed out by December 26, 2020. Collection of payments can begin on December 26, 2020. No payments will be accepted at the Town of Sullivan Offices. The two ways payment can be made are as follows:

- 1.) In Person Payments:** Payment can be made at Community Bank located at 519 W. Genesee Street, Chittenango, NY 13037. Due to the current pandemic the bank lobby is temporarily closed for the foreseeable future, in-person payments will have to be paid via the drive through during business hours. The Drive Through Hours are: Monday- Friday 8 a.m. to 5 p.m. and Saturday 9 a.m. to Noon. For any questions regarding bank hours please call Community Bank at (315) 687-3921.
- 2.) Mail in Payments:** All mail in payments can be sent to:

Receiver of Taxes
7507 Lakeport Road
Chittenango, NY 13037

Please make checks payable to the Receiver of Taxes. If you would like a paid receipt to verify that your taxes have been paid, please include a stamped self-addressed envelope with your payment.

***Please Note:** No in-person payments will be accepted at the Town of Sullivan Office Building. **Do not use the blue drop box in front of the Town Offices, that drop box is not a mailbox. Any payments that are left in that drop box will not be accepted and will be returned to the taxpayer.**

Payment Guidelines: The deadline to pay Town & County taxes without any penalties is January 31st. As long as mail-in payments are posted on or before January 31st no penalties will be applied. Any payments made in person or posted after January 31st will adhere to the following penalty schedule:

February 1st – February 28th a penalty of 1% will be applied

March 1st – March 31st a penalty of 2% will be applied

April 1st – April 30th a penalty of 3% will be applied

After April 30th the Town of Sullivan's Tax Warrant will expire and no payments will be accepted after that date. All unpaid tax bills will be turned over to Madison County where additional penalties and interest will be applied. Any payments that need to be made after the April 30th deadline will have to be paid directly to the Madison County Treasurer's Office. Call (315) 366-2371 for further details on payments after April 30th.

Tax Installment Payments: If your bill exceeds \$100.00 you are able to pay your tax bill in two equal installments. The first installment payment has to be exactly 50% of the overall bill and must be made during the penalty free period, on or before January 31st. After January 31st the option to pay your tax bill in two equal installments will not be available. The second installment payment will also adhere to the same penalty schedule for the remaining balance.

1% penalty starting February 1st through February 28th

2% penalty starting March 1st through March 31st

3% penalty starting April 1st through April 30th

If the second installment is not paid by April 30th then the second payment will have to be paid through the Madison County Treasurer's Office where additional interest and penalties will be applied on the remaining balance.

For any clarification, additional information or questions you may have regarding the above information; Please contact the Receiver of Taxes either by phone during business hours (Monday – Friday, 9:00 a.m. to 4:30 p.m.) or any time by email.

Respectfully,
Katy Vanderwerken, Receiver of Taxes
7507 Lakeport Road
Chittenango, NY 13037
(315) 687-9190
KVanderwerken@TownOfSullivan.org

Town & County Taxes Frequently Asked Questions

1. When will I receive my tax bill?

Madison County prints the Town & County tax bills and mails them out for the Town of Sullivan. Mailing usually occurs within a day or two after Christmas. Residents should expect to receive their bill by the end of December.

2. Where do I pay my taxes and who do I make checks payable to?

Checks should be made out to "Receiver of Taxes." Mail payments to:
Receiver of Taxes, 7507 Lakeport Road, Chittenango, NY 13037.

In person payments are paid at Community Bank located at 519 W Genesee Street in Chittenango.

Please note that in person payments must be made via drive-thru due to the COVID-19 pandemic.

3. Can I pay my taxes online?

Currently, the Town of Sullivan does not utilize online payments for the Town & County taxes.

4. Do you accept partial payments?

Yes, taxpayers are able to pay their bill in two equal installments. Please refer to the tax installment guidelines for information on how to pay in installments.

5. Can I pre-pay my taxes?

No, you cannot pre-pay Town & County taxes. The Receiver of Taxes or Collection Authority cannot start collecting payments until the date of their tax warrant. The warrant date will be advertised to inform residents when they can pay their taxes.

6. How do I find out if my taxes are paid?

To confirm if your taxes have been paid, you can go to: <http://taxlookup.net/index.aspx?county=madison> and search by your name or address. You can also check the status on school taxes on the same site and will have the ability to print your receipt. You can also contact the Receiver of Taxes at 315-687-9190 for assistance.

7. How do I change my mailing address on my tax bill?

Contact the Assessor's office at: 315-687-7222 to update your mailing address.

8. What if I do not receive my tax bill?

If you have an escrow account, then your bank received the tax bill since they will be paying the taxes. If you do not have an escrow account that would pay your tax bill, contact the Assessor's Office for assistance.

9. I never received my bill, or received it late; Do I still have to pay the penalty?

Yes, you will still have to pay the penalty even if you did not receive a bill or received your bill late. Under the New York State Real Property Tax Law Section 922, it is the responsibility of the property owner to know when taxes are due and payable. In addition, neither the Receiver of Taxes nor any other official has legal authority to waive statutory interest charges. Interest charges are fixed by the Real Property Tax Law.

10. If I mail my payment on the due date, do I have to pay a penalty?

If your payment was posted on the due date, stamped by the post office indicating they received it on that day, then the taxpayer would not have to pay a penalty. Keep in mind, if you drop off the payment outside of the post office, there is no guarantee it will be stamped on that day and could be considered late.

11. How do I find out more about exemptions?

Contact the Assessor's Office (315-687-7222) for information and assistance on exemptions.

For additional assistance or questions please contact the Receiver of Taxes at: (315) 687-9190